NEGAUNEE PUBLIC SCHOOLS

500 W Arch Street
Negaunee, MI 49866
(906) 475-4157

VACANCY

November 2, 2026

Department: Aide **Classification:** Instructional Aide

Rate of Pay: According to current MESPA Agreement, Article 19

Position, location, and hours:

- LRE aide at NHS - 7:30 am-2:45 pm (6h 45m day), M-F, including 1 hour/day bus run (bus aide/non-instructional)

Minimum Qualifications:

1. High school graduate or equivalent.
2. Ability and willingness to be on the floor, lift and position students, carry out feeding, health, hygiene, toileting and other required routines.
3. Ability and willingness to assist in instructional, physical and behavioral management support as directed by teachers and/or therapists.
4. Knowledge and ability to use the latest in assistive technology.
5. Energetic, warm personality, ability to relate to children and parents, good communication skills, sincere interest in children, polite, courteous and tactful.

Job Description: See attached.

Start Date: As soon as possible.

Letters of interest for the above positions must be submitted no later than 8am on November 10, 2026, to:

Andy Skewis, Superintendent of Schools
500 W Arch Street - or - andy.skewis@negauneeschools.org
Negaunee, MI 49866

NOTICE

It is the policy of the Negaunee Public School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools ~ 500 W Arch Street~ Negaunee MI 49866 ~ (906) 475-4156

Aide Job Descriptions - Negaunee Public Schools

LRE - Least Restrictive Environment

Support students with IEPs in general education settings, ensuring access to instruction and inclusion with peers.; some instruction may take place in a resource room.

Responsibilities:

- Assist students in participating in classroom activities alongside peers.
- Implement accommodations and modifications as directed by the special education teacher.
- Support behavior plans and promote positive social interactions.
- Record student attendance and behavioral data as required.
- Provide small-group or one-on-one assistance as needed.
- Monitor student progress and share observations with teaching staff.
- Encourage independence and self-regulation within the classroom routine.
- Maintain confidentiality and uphold all IEP-related supports.
- May require Handle With Care Training.

Bus Aide - (Non-Instructional)

Non-instructional services include providing supervision of students during non-instructional times, such as recess, lunch, hallways, buses, and classrooms to ensure a safe and orderly environment.

Responsibilities:

- Effectively supervise and monitor students in non-instructional activities.
- Work effectively with all levels of students and staff in an accepting, positive manner.
- Maintain moderate noise levels in classrooms and outdoor playground environments.
- Monitor student behavior during classroom activities and on field trips to enforce school rules.
- Ability to analyze situations and adopt an effective course of action.
- Make minor decisions within the framework of established guidelines.
- Provide guidance and support to students to foster positive behavior and social skills.
- Record student attendance and behavioral data as required.
- Maintain regular and punctual attendance.